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OGC 62-1636
7. 63-1416
SSA 5-1866

MEMORANDUM FOR: Executive Assistant to the Deputy Director (Support)

SUBJECT : Records Disposal

REFERENCES : (a) Proposed Memorandum for DCI from Compt, dated 13 Nov 61, subj: "Retention and Disposition Program for Confidential Funds Financial Documents"

(b) Memorandum for Acting Compt from Executive Assistant to the DD/S, dated 27 Feb 62, subj: "Records Disposal"

1. When reference (a) was submitted to you we were of the opinion that we were making considerable progress in the direction of reducing the time for retention of fiscal records since the schedule attached to that reference proposed that items 10 through 20 be disposed of after 25 years rather than retained permanently as provided in the past. However, your memorandum, reference (b), requested that we review this schedule with the objective of developing a more liberal schedule than the one presented in reference (a).

2. We have reviewed this schedule again and it is our conclusion that we can reduce items 10 through 20 as indicated by pencil in the margin of such schedule, and still satisfy fiscal and financial requirements. Reference (a) and the schedule referred to with pencil notations are attached for your review.

3. We are still of the opinion that the original schedule proposing a disposition of items 10 through 20 after 25 years gives the Agency better protection for supplying information that may be asked for and which can best be obtained from these particular records.

4. We are, from a fiscal and financial standpoint, agreeable to reducing our requirements in accordance with the pencil notations on the schedule but we feel it must be an Agency determination that the records referred to are not required beyond this time. We also agree with your memorandum, reference (b), to the extent that this office should only retain regulations where this office is the official office of record.

25 YEAR RE-REVIEW

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5. I would be glad to discuss this further with you at your convenience and based upon such discussion we will, of course, prepare a revised memorandum to incorporate whatever changes are determined to be appropriate.

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Deputy Comptroller

Attachments
As stated

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| SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM | | | |
|---|--|---------------------------------------|---------------------------------|
| UNCLASSIFIED <input checked="" type="checkbox"/> | | CONFIDENTIAL <input type="checkbox"/> | SECRET <input type="checkbox"/> |
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | | |
| TO | NAME AND ADDRESS | INITIALS | DATE |
| 1 | [redacted] O/IDS 7D-24, Headquarters. | | |
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| 3 | | | |
| 4 | | | |
| 5 | | | |
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| ACTION | | DIRECT REPLY | PREPARE REPLY |
| APPROVAL | | DISPATCH | RECOMMENDATION |
| COMMENT | | FILE | RETURN |
| CONCURRENCE <input checked="" type="checkbox"/> | | INFORMATION | SIGNATURE |
| Remarks: | | | |
| <p>Bob:</p> <p>Here is a file that [redacted] gave me sometime ago. As I review it, per [redacted] request, it was intended that he and [redacted] discuss it further. I do not know whether this discussion took place.</p> <p>I suggest the Auditor, who acts in place of GAO for Unvouchered Funds, should establish dis- posal standards for such funds, just as GAO establishes standards for Vouchered Funds.</p> | | | |
| FOLD HERE TO RETURN TO SENDER | | | |
| FROM: NAME, ADDRESS AND PHONE NO. | | | DATE |
| [redacted] Records Administration Officer 604 1016 16th St. NW UNCLASSIFIED <input checked="" type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/> | | | 6/12/62 |

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FORM NO. 1 APR 55 237

Replaces Form 23-1
which may be used.

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Missing Attachment